

Job Description

Position:	Lecturer in Operating Department Practice
School/Service:	School Health, Science & Society
Reference:	HWB-02126
Grade:	Grade 7
Status:	12 Months
Hours:	Full time
Responsible to:	AGOL - AHP, Leads
Responsible for:	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

Main Function of the Post:

- To teach on undergraduate Operating Department Practitioner Programmes and across the School portfolio, wherever possible.
- To contribute to the development of all facets of ODP within the Subject group and to the wider portfolio of the School/University as appropriate.
- To contribute to as appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in line with professional body requirements.

Principal Duties and Responsibilities:

1. Teach on academic/research programmes across the School and undertake work based learning and assessment activities as required
2. Contribute to the admissions, management and direction of students and learning resources as assigned by the Leads & Executive Head of School.
3. Develop and deliver resources, teaching materials and assessments to meet programme/course/student frameworks and learning outcomes on a range of programmes.
4. Supervise the work of taught undergraduate and/or research students, as required.
5. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
6. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
7. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the School/ University.

8. Design, review and adapt module content in response to student feedback and need.
9. Engage with quality assurance processes/procedures to ensure that School/University standards are met.
10. Participate and contribute to School/Programme meetings/boards as appropriate to the role.
11. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
12. Introduce new starters to the School, providing support and training on the skills, processes, systems and activities of the School.
13. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
14. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
15. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
16. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
17. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this is an evolving role with a requirement to travel and attend events external to the University in support of Faculty/University business requirements.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Please note that this appointment may be subject to Disclosure and Barring Clearance

Person Specification

Position: Lecturer in (ODP)		Reference:	
School/Service School of Health, Science & Society		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Honours degree in relevant subject area	1	Application Form/ Documentation
1 b)	A postgraduate qualification in relevant subject area	2	Application Form/ Documentation
1 c)	Registration with a relevant regulatory body e.g. HCPC or NMC	1	Application Form/ Documentation
1 d)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	1	Application Form/ Documentation
1 e)*	PhD/Professional Doctorate or willing to complete within specified timescales, or equivalent level qualification or outstanding achievements in the professional field see note 4*	2	Application Form/ Documentation
2 Skills / Knowledge			
2 a)	Able to take part in the recruitment and admissions of ODP Students in line with professional body requirements.	1	Application Form/Interview
2 b)	Credible teaching and assessment skills within an Academic/healthcare context	1	Application Form/Interview/
2 c)	Proven ability to work effectively independently and with others as a team member	1	Application Form/Interview
2 d)	Able to operate systems and processes to enhance quality and teaching and learning excellence	1	Application Form/Interview
2 e)	Ability and commitment to undertake appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field	1	Application Form/Interview
2 f)	Knowledge and experience in supervising student work and providing appropriate support/feedback	1	Application Form/Interview
2 g)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area	1	Application Form/Interview
2 h)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Application Form/Interview
3 Experience			
3 a)	Some experience with ODP recruitment and admissions	2	Application Form/Interview
3 b)	Experience of contributing to and implementing quality assurance procedures	2	Application Form/Interview
3 c)	Experience in using and developing new technologies and professional practice initiatives relevant to the subject area	1	Application Form/Interview
3 d)	Experienced and able to publish results of research	1	Application Form/Interview

3 e)	Experience in developing and delivering successful learning and teaching improvements	1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Able to successfully lead and manage discrete projects	1	Interview
4 c)	Able to critically reflect on all aspects of own contributions to the role	1	Interview
4 d)	Able to network effectively with local/national employers and organisations	1	Interview
4 e)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
4 f)	Commitment to continuous improvement and creative ways of working	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Prevent, Health and Safety, Freedom of Information Act, UKVI and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Current clean driving licence and car owner or able to travel independently to deliver at partner organisations, institutions trusts as required	1	Interview
5 e)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Please note it is normally expected that a new appointee will commence at the bottom of grade.

Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required